

EMPLOYMENT INQUIRY

STD. 628 (Rev. 10/2019)

- IMPORTANT -

If you are interested in being considered for this job, your reply must be postmarked or electronically date stamped by the due date of: _____. If you are NOT interested in this job or you have no changes to your profile information, you do NOT need to reply. You will NOT be charged a waiver. Your name will remain active on the list.

Date: _____

SEND REPLY TO

CERTIFICATION NUMBER

CLASS CODE

CLASSIFICATION

TO:

POSITION LOCATION

LIST TYPE

SALARY RANGE

PER

TIME BASE

STATE DEPARTMENT

TENURE

TELEPHONE NUMBER

LEAP JOB EXAMINATION PERIOD

TELEPHONE NUMBER:
CALIFORNIA RELAY SERVICE

YOU ARE BEING CONTACTED BECAUSE YOUR NAME IS DESIGNATED AS ONE OF THE PERSONS WHO:

ADDITIONAL INFORMATION

PLEASE READ REVERSE SIDE BEFORE COMPLETING THIS SIDE*If you **ARE** interested in the position described above, please complete the following.*

☐ **YES** - I am interested in being considered for possible appointment to this position. I have attached my completed application (STD. 678) for your consideration. *(If you do not include your application, you will not be considered for this job. If you are unavailable for employment within 30 days from the date of job interview, it MAY BE considered a waiver for this position.)*

☐ Check this box if you are disabled and will require reasonable accommodation in the event you are scheduled for an interview.

*If you are **NOT** interested in the position described above, but wish to update your profile information, complete the applicable items below and return this form to the address above, or update your profile information by going to www.jobs.ca.gov.*

1. I AM NOT INTERESTED IN POSITIONS IN THIS CLASS.

☐ Please place my name on inactive status for this class. I understand that I may request to have my name restored to active status at a later date provided I still have list eligibility.

3. I DO NOT WISH TO WORK IN THE LOCATION INDICATED ABOVE. PLEASE REFER MY NAME ONLY FOR THE FOLLOWING LOCATION(S):

2. Check one or more tenure and time base preferences. If you check both permanent and limited term and receive a limited term appointment, your name will continue to be certified for permanent positions. *LEAP CANDIDATES -- READ PARAGRAPH NUMBER 2 ON REVERSE SIDE BEFORE SELECTING OPTIONS.*

I AM AVAILABLE ONLY FOR:

☐ **PERMANENT** -
FULL TIME☐ **PERMANENT** -
PART TIME☐ **PERMANENT** -
INTERMITTENT☐ **LIMITED TERM** -
FULL TIME☐ **LIMITED TERM** -
PART TIME☐ **LIMITED TERM** -
INTERMITTENT

4. PLEASE PLACE MY NAME ON INACTIVE STATUS. I HAVE BEEN APPOINTED TO THE CLASS LISTED BELOW:

☐

5. OTHER(Explain)

☐**(CONTINUED ON REVERSE)**

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STD. 628 (Rev. 10/2019) REVERSE

**COMPLETE THIS SECTION FOR CHANGE OF INFORMATION ONLY (Print or Type) OR
YOU MAY UPDATE YOUR PROFILE INFORMATION ONLINE AT WWW.JOBS.CA.GOV.**

TELEPHONE 1ST CHOICE (*Check One Only*)☐

HOME

☐

BUSINESS

☐

VRS / TTY

☐

OTHER

()

-

TELEPHONE 2ND CHOICE (*Check One Only*)☐

HOME

☐

BUSINESS

☐

VRS / TTY

☐

OTHER

()

-

NEW EMAIL ADDRESS

CURRENT NAME

CHANGE NAME TO (*Please provide documentation*)**INFORMATION REGARDING YOUR ELIGIBILITY**

If you are not interested in this position, and you have no changes to your profile information, you do not need to return this form. You will NOT be charged a waiver. Your name will remain active on the list.

The following are possible actions which may result from this inquiry and may impact your employment availability:

1. If this form is returned by the indicated due date with your wish to be considered for this job, **and you do not hear from us within a reasonable amount of time (3 - 4 weeks), you may assume that the position has been filled by the appointment of another eligible person.** Your name will remain on active status for future employment consideration. You may, if you wish, contact the department to verify receipt of this form and the status of the position
2. Limited Examination and Appointment Program (LEAP) eligibles may only choose from the limited term options. If you have previously indicated an interest in Full Time employment and you accept a part time or intermittent appointment, your name will continue to be considered for full time positions.

NOTE: No one is to make requests or statements that can be considered as asking or instructing eligibles to go inactive or waive a position. (Government Code Sections 19681(c) and 19682.)